Revised Budget

How Do I Complete a Revised Budget

While making a decision on a proposal, the PM can ask the PI and SRO to complete and submit a Revised Budget for the proposal. At this time, the PI receives a task to *Complete the Revised Budget*. Once the PI has completed the task, the SRO receives a task to *Submit the Revised Budget* to DOE Office of Science.

Note	***In the event the PI and SRO on the proposal are the same individual, the PI on the proposal will receive the tasks to both Complete the Revised Budget and Submit the Revised Budget to DOE Office of Science.***

While reviewing the Revised Budget, the SRO may decide to request a few more revisions to the Revised Budget completed by the PI. In this case, the PI receives the *Complete Revised Budget* task again.

Note	***A Revised Budget may be requested for Grants.Gov Proposals, Paper Proposals or Interagency Proposals.***

The *Complete Revised Budget* task is created for any user registered to the institution who also has the *Submit to DOE* privilege. You can check your privileges using the Manage Peer Access action described in Section **Error! Reference source not found.**, I Want to Manage Peer Access for a Submission. You must have the *Submit to DOE* privilege for the proposal in order to receive a *Complete Revised Budget Task* in the *Pending Tasks* queue.

Note	***If you are not registered to PAMS, you will receive an email asking you to first register to PAMS. You must follow the steps as described in Section*** *Error! Reference source not found.*, **How Do I Register to PAMS?**, ***to register to PAMS and then you will be able to work on the Complete Revised Budget task.***

Grants.gov and Paper Proposals

1. From the PAMS home page, click the **Tasks** tab to go to the *Pending Tasks – List* page (Figure 1).
2. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page. If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 1. Pending Tasks - List: Complete Revised Budget

Figure 2. Complete Revised Budget Page

Complete Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information can be edited, as (» View More)

✔ Cover Page ✖ Budget ✖ Attachments

Solicitation Information

Solicitation Number	DE-FOA-0000768: FY 2013 Continuation of Solicitation for the Office of Science Financial Assistance Program
Institution	Iowa State University of Science and Technology
Proposal ID	0000206631
Grants.Gov Tracking Number	GRANT11427163
Award Number	DE-FG02-10ER41719

Institution Information

Address	1138 Pearson Hall Ames, IA 50011-2907

	Division : Physics & Astronomy College of Liberal Arts & Sci
Address	A329 Physics Ames, IA 50010

Cancel   Choose Action ▼ Go

1. On the *Complete Revised Budget* page, three tabs are available: *Cover Page, Budget,* and *Attachments*. The *Cover Page* tab has a green checkmark

   ✔

   , which means the information there is complete. The *Budget* and *Attachments* tabs have green checkmarks with a slash

   ✖

   , which means that you have to complete those sections.
2. Click the **Budget** tab. Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative should be included after the budget pages. The justification should cover labor, domestic and foreign travel, equipment, materials and supplies, and anything else that will be covered with project funds.
   a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for each period.
   b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
   c. **Add Budget Period:** Click on this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
   d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
   e. **Edit Icon:** Click on the Edit icon

      🖉

      to update each section.
3. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the Budget Tab.

Note	***You can copy information for a Budget Period from the Previous Budget Period. To do so simply click the Copy From Previous Period link to bring over data from the previous period (this does not apply to Period 1). This eliminates duplicating budget information for every year; information only has to be edited after copying.***

Figure 3. Budget Tab

Submit Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information (« View More)

✔ Cover Page   ✔ Budget   ✔ Subawards (optional)   ✔ Attachments

○ Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	8/18/2013	8/11/2014	
2	8/12/2014	8/11/2015	Delete

Period 1   Period 2 | Budget Summary

Budget Tab Instructions

Budget Period Information

* Budget Period Start Date	8/18/2013
* Budget Period End Date	8/11/2014

A. Senior/Key Person

#	Name	Project Role	Months	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
					Total Senior/Key Person	Not Provided

B. Other Personnel

# of Personnel	Project Role	Months	Requested Salary($)	Fringe Benefits ($)	Funds Requested ($)
Total Number Other Personnel (0)					
				Total Other Personnel	Not Provided
				Total Salary, Wages and Fringe Benefits (A+B)	Not Provided

C. Equipment Description

#	Equipment Item	Funds Requested ($)
	Total Equipment	Not Provided

D. Travel

#	Item	Funds Requested ($)
1.	Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
	Total Travel	$0.00

E. Participant/Trainee Support Costs

#	Item	Funds Requested ($)
1.	Tuition/Fees/Health Insurance	$345,345.00
2.	Stipends	$3,463,465.00
3.	Travel	$46,547,457.00
4.	Subsistence	$9,745.00
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
	Total Participant/Trainee Support Costs	$50,352,012.00

F. Other Direct Costs

#	Item	Funds Requested ($)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other 1	Not Provided
9.	Other 2	Not Provided
10.	Other 3	Not Provided
	Total Other Direct Costs	$0.00

G. Direct Costs

#	Item	Funds Requested ($)
1.	Total Direct Costs (A thru F)	$50,352,012.00

H. Other Indirect Costs

#	Item	Funds Requested ($)
	Total Indirect Costs	Not Provided

I. Total Direct and Indirect Costs

#	Item	Funds Requested ($)
1.	Total Direct and Indirect Costs (G+H)	$50,352,012.00

Back   Choose Action   ▼ Go

Choose Action   ▼ Go
Choose Action
Save All Budget Periods
Save All Budget Periods and Continue to Next Section

4. Update all budget sections, as required.
5. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
6. Selecting the **Save All Budget Periods** option saves the budget updates you just made , keeps you on this page, and provides a *Success* message informing you that the Revised Budget was saved successfully (Budget tab now has a

   ✔

). You will still have to complete the *Attachments* tab, at some point, complete that section. When you return at a later time, start with Step 8.
7. Selecting the **Save All Budget Periods and Continue to Next Section** option saves the budget updates you just made (*Budget* tab now has a

) and takes you directly to the *Attachments* tab. Proceed to Step 8.

Figure 4. Attachments Tab

1. To attach supporting documents to the *Revised Scope* section or the *Subaward Budgets Attachments* section, click the **Attach File** butto n for the section.
2. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step c or d below), and click the **Go** button.
3. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a

). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step d below.

	If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.

4. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a

). In addition, you are taken to the *Request Review of Revised Budget* page if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.

Request Review of the Revised Budget

After completing the Revised Budget, the SRO from the institution with *Edit Revised Budget* and *Submit* privileges will receive a task to review and submit the Revised Budget to the DOE Office of Science. If there is no SRO at the institution with these privileges, PAMS will provide you with an option to invite an SRO to register to PAMS. That SRO will then review and submit the Revised Budget to the DOE Office of Science. After completing and submitting the Revised Budget to the SRO, you will be navigated to the *Request Review of Revised Budget* page.

1. Fill in the mandatory SRO/BO/AO name and email address fields, which are marked by red stars (
).
2. Comments can be added in the *Comments* field, if desired.
3. When finished, click the **Send Email** button. You are returned to the *Complete Revised Budget - List* page where a *Success* message confirms that the revised budget was successfully submitted to the SRO/BO/AO.

Figure 5. Request Review of Revised Budget Page

Request Review of the Revised Budget

An authorized Sponsored Research Officer (SRO) or SBIR/STTR Business Officer (BO) or Administrative Officer (AO)—i.e., an Administrative SRO/BO/AO—must submit the revised (» View More)

> ⓘ **Warning:**
> The revised budget must be submitted to DOE by an authorized representative. Please provide the information requested below. An email will be sent to that individual requesting review and submittal of the revised budget you have provided.

Email Institution's Authorized Representative

* Name of SRO/BO/AO	
* Email Address of SRO/BO/AO	

Comments	Approximately 1/4 page (Max 500 Characters): 500 Characters left.
(Note: Comments will be appended to the system-generated email that will be sent to the individual specified above.)	

[Cancel]   [Send Email]

Complete Revised Budget for Interagency Proposals

The Complete Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper proposals with the exception of an additional *Subawards* Tab in the *Complete Revised Budget* page and the sections in the attachments tab.

1. From the PAMS home page, click the **Tasks** tab to go to the *Pending Tasks – List* page.
2. For the Complete Revised Budget task you choose, click the **Start Revised Budget** link in the *Options* column to go to the *Complete Revised Budget* page. If necessary, use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 6. Complete Revised Budget Page

Complete Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information (» View More)

✔ Cover Page   ✘ Budget   ✔ Subawards (optional)   ✘ Attachments

Solicitation Information

Solicitation Number	N/A
Institution	NASA
Proposal ID	0002208794
Grants.Gov Tracking Number	N/A
Award Number	N/A

Institution Information

Address	Division : Code TN/ Code TNF MS258-5 Moffett Field, CA 94035-1000

Principal Investigator Information

Name	Muzi, Stephen

1. On the *Complete Revised Budget* page, four tabs are available: *Cover Page, Budget, Subawards,* and *Attachments.* The *Cover Page and the Subawards* tabs have a green checkmark

   ✔

   , which means the information there is complete. Although the Subawards tab is optional and completed, you may want to add Subawards Budget information, if necessary. The *Budget* and *Attachments* tabs have green checkmarks with a slash

   ✘

   , which means that you have to complete those sections.

Figure 7. Subaward Tab

Complete Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information (» View More)

✔ Cover Page   ✘ Budget   ✔ Subawards (optional)   ✘ Attachments

⊕ Add Subaward

DUNS	Institution	Options
123456789	University of Maryland	Actions/Views ▼
		Action
		✎ Edit
[Back]		Choose Action ✗ Delete

1. Click the **Budget** tab. The *Budget* tab is similar to the one for Grants.gov and Paper proposals. Please refer to *Grants.gov and Paper*

Proposals above, for further instructions on how to complete the *Budget* tab.

2. To add Subaward , click the **Add Subaward** link to go to *Revised Budget Subawards* page.
3. Complete the *Subaward Information* section.
4. Complete all budget sections, as required. To access a section's information for updating, click the update icon next to the section name.

Figure 8. Revised Budget Subawards Page

1. To include the Subaward Budget Justification, upload the file in the Subaward *Budget Justification Attachment* section of the Subaward Budget.
2. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
3. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a *Success* message informing you that the Subawards section was saved successfully.

4. Selecting the Save All Budget Periods and Close options saves the Subawards updates you just made and takes you back to the Subawards tab. Proceed to Step 10.
5. Once you are back to the Subawards tab, you can either delete or update the subaward you just added.

Figure 9. Attachments Tab

1. To attach supporting documents to the *Revised Scope* section or the *Budget Justification* section, click the **Attach File** button for the section.
2. When done with attachments, click the **Choose Action** drop-down arrow, select the appropriate option (Step a or b below), and click the **Go** button.
3. Selecting the **Save Attachments** option saves the attachments you just made and a *Success* message confirms that the Revised Budget was saved successfully (*Attachments* tab now has a

   ✔

). You will still have to submit the completed revised budget to the SRO/BO/AO at some point. When you return at a later time, start with Step d below.

	If you have the Submit to DOE privilege, you need not submit the revised budget to SRO/BO/AO. You can directly submit the Revised Budget to DOE Office of Science.

4. Selecting the **Save Attachments and Submit To SRO/BO/AO** option saves the attachments you added (*Attachments* tab now has a

   ✔

). In addition, you are taken to the *Request Review of Revised Budget* page if no SRO is registered to the Institution, or if no one has the *Submit to DOE* privilege. If there is an Admin SRO who has the *Submit to DOE* privileges, the *Request Review of Revised Budget* page does not appear.
5. Once the Revised Budget is complete, you can Submit it to the SRO for review. In case the institution does not have an SRO with *Edit Revised Budget* and *Submit Revised Budget* privileges, follow the steps mentioned in Section 1.2 to invite an SRO.

How Do I Submit a Revised Budget

A PM recommends a proposal but requests a revised budget be submitted by the SRO. A PI originally completed the budget form but does not have the privilege to submit it to DOE. The Administrative SRO receives a task to submit the revised budget to DOE.

	A Submit Revised Budget task is for the SRO role only.

The Submit Revised Budget task can be for Grant.gov proposals, paper proposals, and interagency proposals.

Submitting a Revised Budget for Grants.gov and Paper Proposals

1. From the PAMS home page, click the **Tasks** tab to go to the *Pending Tasks – List* page.
2. Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.

Figure 10. Pending Tasks List - Page: Submit Revised Budget
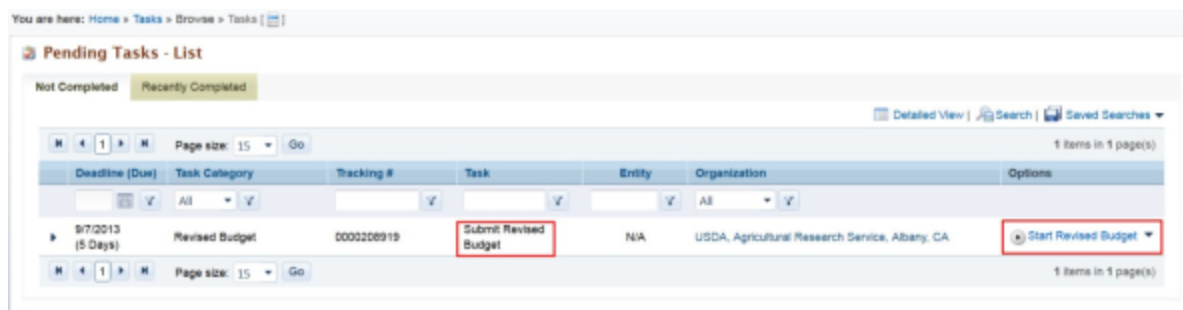
1. On the *Submit Revised Budget* page, three tabs are available: *Cover Page, Budget,* and *Attachments*.

	A green checkmark _____ ***next to a tab means the information there is complete. A green checkmark with a slash*** _____ ***next to a tab, means the information there is incomplete.***

2. Click the **Budget** tab. Budgets are required for the entire project period. A budget form should be completed for each budget period of the award, and a cumulative budget form for the entire project period will be populated by PAMS. A detailed budget justification narrative should be included after the budget pages. The justification should cover labor, domestic and foreign travel, equipment, materials and supplies, and anything else that will be covered with project funds.
   a. **Budget Period 1 – Budget Period 5 Tabs:** Tabs represent budget for each period.
   b. **Budget Summary Tab:** Provides a cumulative amount of all budget periods and is calculated by PAMS.
   c. **Add Budget Period:** Click this button to add a new Budget Period tab. The button is hidden after Budget Period 5 tab has been added. The Delete Budget period option allows you to delete the last budget period.
   d. **Copy from Previous Budget Period:** Click button to populate the budget fields in the current (currently-being-viewed) budget period tab with data from the previous budget period tab (Current Budget Period Number minus 1), overwriting any data that had been previously entered on the current budget period tab. Button is displayed on Budget Period 2 – Budget Period 5 tabs.
   e. **Edit Icon:** Click the Edit icon

      to update each section.
3. Click the **Budget Tab Instructions** link to view a detailed description on how to enter information for each section in the *Budget* tab.

	When entering budget information for multiple budget periods, simply click the Copy From Previous Period link to copy data over from the previous period. This will eliminate you having to duplicate budget information for every year; you will merely have to edit the information after copying it over.

Figure 11. Submit Revised Budget Page

Submit Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is initially populated from the Proposal. However, Budget information (» View More)

✔ Cover Page   ✔ Budget   ✔ Subawards (optional)   ✔ Attachments

○ Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	8/18/2013	8/11/2014	
2	8/12/2014	8/11/2015	Delete

Period 1   Period 2 | Budget Summary

Budget Tab Instructions

Budget Period Information ✎ ⓘ

● Budget Period Start Date	8/18/2013
● Budget Period End Date	8/11/2014

A. Senior/Key Person ✎ ⓘ

#	Name	Project Role	Months	Requested Salary ($) ⓘ	Fringe Benefits ($) ⓘ	Funds Requested ($)
					Total Senior/Key Person	Not Provided

B. Other Personnel ✎ ⓘ

# of Personnel	Project Role	Months ⓘ	Requested Salary($) ⓘ	Fringe Benefits ($) ⓘ	Funds Requested ($)
Total Number Other Personnel (0)					
				Total Other Personnel	Not Provided
				Total Salary, Wages and Fringe Benefits (A+B)	Not Provided

C. Equipment Description ✎ ⓘ

#	Equipment Item	Funds Requested ($)
	Total Equipment	Not Provided

D. Travel ✎ ⓘ

#	Item	Funds Requested ($)
1.	Domestic Travel Costs (incl. Canada, Mexico, and U.S. Possessions)	Not Provided
2.	Foreign Travel Costs	Not Provided
	Total Travel	$0.00

E. Participant/Trainee Support Costs ✎ ⓘ

#	Item	Funds Requested ($)
1.	Tuition/Fees/Health Insurance	$345,345.00
2.	Stipends	$3,453,465.00
3.	Travel	$46,547,457.00
4.	Subsistence	$5,745.00
5.	Other	Not Provided
Number of Participant/Trainees (Not Provided)		
	Total Participant/Trainee Support Costs	$50,352,012.00

F. Other Direct Costs ✎ ⓘ

#	Item	Funds Requested ($)
1.	Materials and Supplies	Not Provided
2.	Publication Costs	Not Provided
3.	Consultant Services	Not Provided
4.	ADP/Computer Services	Not Provided
5.	Subawards/Consortium/Contractual Costs	Not Provided
6.	Equipment or Facility Rental/User Fees	Not Provided
7.	Alterations and Renovations	Not Provided
8.	Other 1	Not Provided
9.	Other 2	Not Provided
10.	Other 3	Not Provided
	Total Other Direct Costs	$0.00

G. Direct Costs

#	Item	Funds Requested ($)
1.	Total Direct Costs (A thru F)	$50,352,012.00

H. Other Indirect Costs ✎ ⓘ

#	Item	Funds Requested ($)
	Total Indirect Costs	Not Provided

I. Total Direct and Indirect Costs

#	Item	Funds Requested ($)
1.	Total Direct and Indirect Costs (G+H)	$50,352,012.00

Back   Choose Action ▾ Go

Choose Action	Go
Save All Budget Periods	
Save All Budget Periods and Continue to Next Section	
Submit to DOE	
Request Further Revision	

---

4. To access a section's information for updating, click the update icon

   ✎

   next to the section name and update all information, as needed.
5. When finished, click the **Choose Action** dropdown, select the appropriate action, and click the **Go** button. Proceed to Step 9.
6. Selecting **Save All Budget Periods** saves the work you have done to this point for later retrieval.
7. Selecting **Save All Budget Periods and Continue to Next Section** saves your work and takes you to the *Attachments* tab.
8. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.
9. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page. Enter the name of the PI who will perform further revisions on the budget. Enter *Comments* if necessary and click the **Request Revision** button.

Figure 12. Request Revision on Revised Budget Page

1. Click the **Attachments** tab to bring up the attachments already uploaded to PAMS.
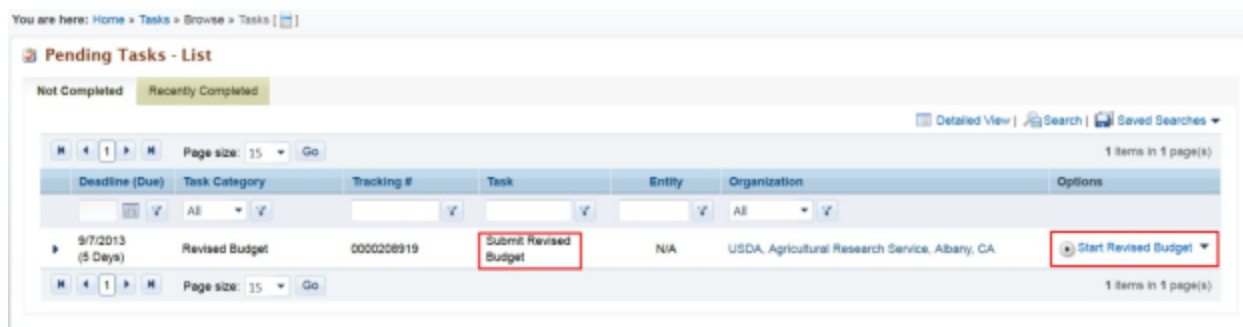
Figure 13. Attachments Tab

1. To access an attachment's information, click the **Actions** link in the *Options* column.
2. Click either the **Update Description** or **Delete** link. **Update Description** enables you to change the attachment's description. **Delete** completely removes the attachment.
3. If you want to upload new attachments, click the **Attach File** button and select a file from your computer. (If necessary, refer to Section **Error! Reference source not found.**, *How to Attach a File in PAMS*, for complete instructions.)
4. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.
5. Selecting Save Attachments saves the work you have done to this point for later retrieval.
6. Selecting Submit to DOE sends the Revised Budget to DOE. A Success message confirms successful submission.
7. Selecting Request Further Revision takes you to the Request Revision on Revised Budget page. Enter the name of the PI who will perform further revisions on the budget. Enter Comments if necessary and click the Request Revision button.

Submitting a Revised Budget for Interagency Proposals

The Submit Revised Budget steps for interagency proposals are similar to the ones for Grant.gov and Paper Proposals, with the exception of an additional *Subawards* tab on the *Complete Revised Budget* page and the sections in the *Attachments* tab.
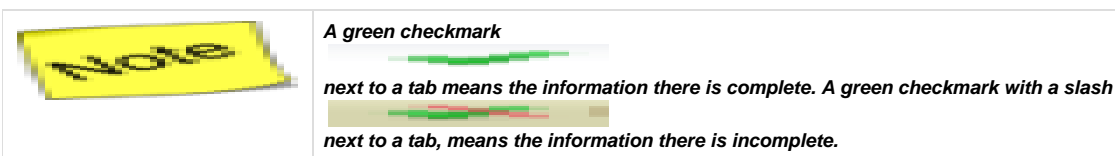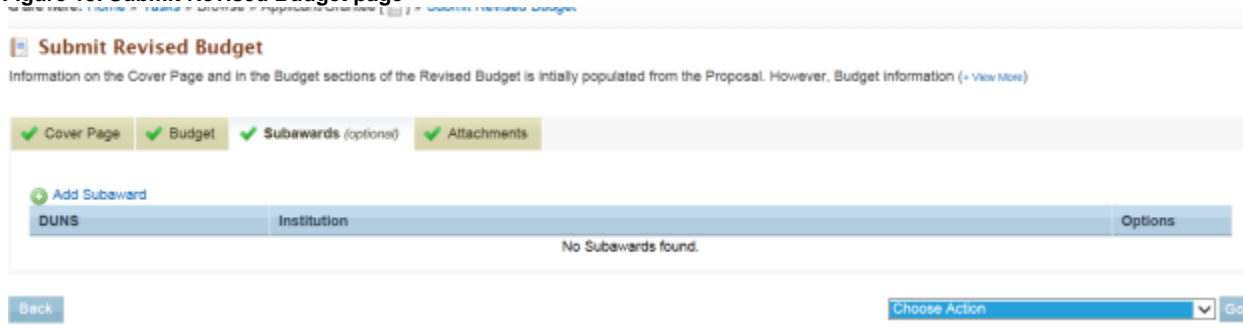
1. From the PAMS home page, click the **Tasks** tab to go to the *Pending Tasks – List* page.

Figure 14. Pending Tasks List - Page: Submit Revised Budget

Pending Tasks - List

Not Completed | Recently Completed

Detailed View | Search | Saved Searches ▼

| ◄ ◄ 1 ► ► | Page size: 15 ▼ | Go | | | | | 1 items in 1 page(s) |

	Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
		All ▼				All ▼	
►	9/7/2013 (5 Days)	Revised Budget	0000208919	Submit Revised Budget	N/A	USDA, Agricultural Research Service, Albany, CA	● Start Revised Budget ▼

| ◄ ◄ 1 ► ► | Page size: 15 ▼ | Go | | | | | 1 items in 1 page(s) |

1. Find the Submit Revised Budget task you want to work on and click the **Start Revised Budget** link in the *Options* column. You can use the *Search* link at the top of the page to enter criteria and perform a search.
2. On the *Submit Revised Budget* page, four tabs are available: *Cover Page, Budget, Subawards* and *Attachments.*

Figure 15. Submit Revised Budget page

Submit Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is intially populated from the Proposal. However, Budget information (+ View More)

✔ Cover Page | ✔ Budget | ✔ Subawards *(optional)* | ✔ Attachments

⊕ Add Subaward

DUNS	Institution	Options
	No Subawards found.	

Back | Choose Action ▼ | Go

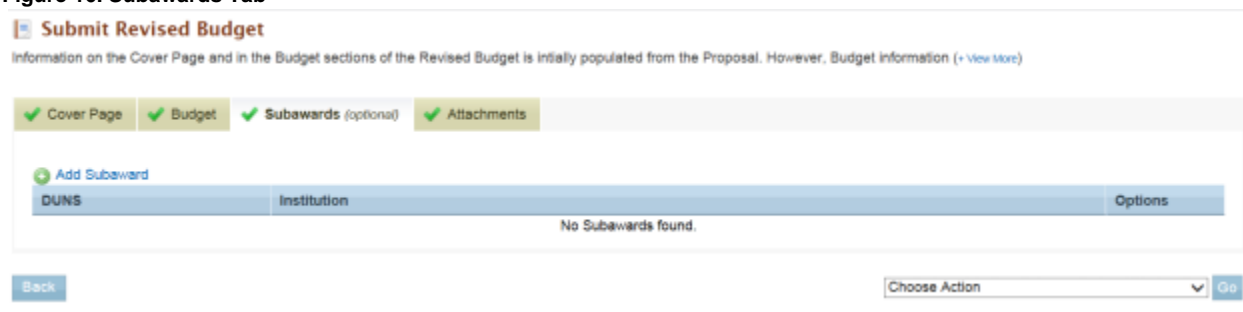| NOTE	**A green checkmark** _____ **next to a tab means the information there is complete. A green checkmark with a slash** _____ **next to a tab, means the information there is incomplete.**

1. Click the **Budget** tab and proceed as follows:

The budget tab is similar to the one for Grant.gov and paper proposals. Please refer to *Grants.gov and Paper Proposals* for further instructions on how to complete the Budget tab.

1. To add Subaward from the *Subawards* tab, click the **Add Subaward** link to go to *Revised Budget Subawards* page.

Figure 16. Subawards Tab

Submit Revised Budget

Information on the Cover Page and in the Budget sections of the Revised Budget is intially populated from the Proposal. However, Budget information (+ View More)

✔ Cover Page | ✔ Budget | ✔ Subawards *(optional)* | ✔ Attachments

⊕ Add Subaward

DUNS	Institution	Options
	No Subawards found.	

Back | Choose Action ▼ | Go

Figure 17. Revised Budget Subawards Page

Revised Budget Subawards

Complete the form below to include budget information for a subaward.

A complete subaward budget component (including the budget justification section) (+ View More)

Subaward Information 🖉	
DUNS	Not Provided
★ Institution Name	Not Provided

➕ Add Budget Period

Budget Period	Start Date	End Date	Delete Period
1	Not Provided	Not Provided	

Period 1   Budget Summary

Budget Tab Instructions

Budget Period Information 🖉	
★ Budget Period Start Date	Not Provided
★ Budget Period End Date	Not Provided
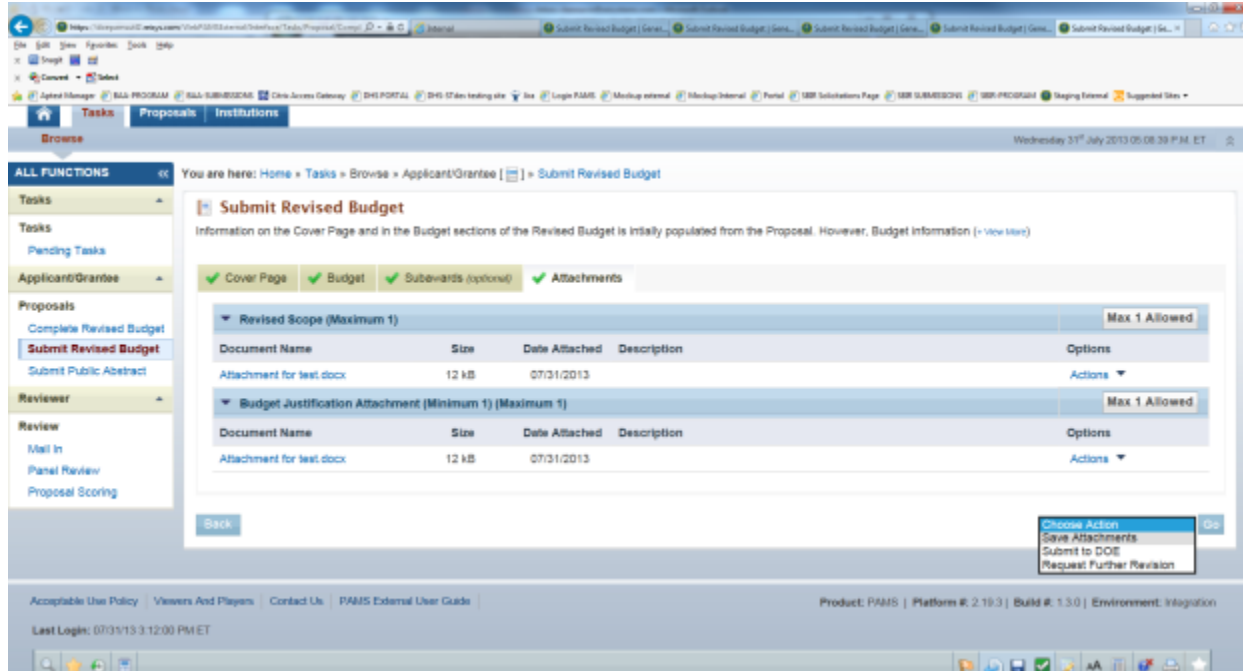
1. Complete the *Subaward Information* section.
2. Complete all Budgets sections, as required. To access a section's information for updating, click the update icon

   🖉

   next to the section name.
3. Attach the Budget Justification file in the Subaward *Budget Justification Attachment* section.
4. When done making all required updates, click the **Choose Action** drop-down arrow. Select appropriate option (Step a. or b. below) and click the **Go** button.
5. Selecting the **Save All Subaward Budget Periods** option saves the budget updates you just made, keeps you on this page, and provides a Success message informing you that the Subawards Section was saved successfully.
6. Selecting the **Save All Budget Periods and Close** option saves the Subawards updates you just made and takes you back to the *Subawards* tab. Proceed to Step 10.
7. Once you are back to the *Subawards* tab, you can either delete or update the subaward that you just added.
8. Click the **Attachments** tab to bring up the attachments already uploaded to PAMS.

Figure 18. Attachments Tab

1. To access an attachment's information, click the **Actions** link in the *Options* column.
2. Click either the **Update Description** or **Delete** link. **Update Description** enables you to change the attachment's description. **Delete** completely removes the attachment.
3. If you want to upload new attachments, click the **Attach File** button and select a file from your computer.
4. When you are finished with all updates, click the **Choose Action** drop-down list arrow, select the appropriate save option, and click the **Go** button.
5. Selecting **Save Attachments** saves the work you have done to this point for later retrieval.
6. Selecting **Submit to DOE** sends the Revised Budget to DOE. A *Success* message confirms successful submission.
7. Selecting **Request Further Revision** takes you to the *Request Revision on Revised Budget* page. Verify the name of the PI who will perform further revisions on the budget. Enter *Comments* if necessary and click the **Request Revision** button.

Figure 19. Request Revision on Revised Budget